



Sophia Ramirez

(312) 555-8675 ✉ sophia.ramirez@example.com

🌐 linkedin.com/in/sophiaramirez 📍 1234 Maple St, Chicago, IL 60614

SUMMARY

Detail-oriented Data Analyst with over three years of experience in procurement analytics and business intelligence within corporate environments. Expertise in transforming intricate data into actionable strategies that enhance sourcing and vendor management. Proficient in Power BI, SQL, and Python, delivering impactful dashboards that illuminate spending patterns and supplier performance. Committed to collaboration with cross-functional teams to ensure data-driven decision-making. Recognition for improving processes and cost savings speaks to accountability. Excited by opportunities to contribute strategic insights that lead to growth and success in future roles.

EXPERIENCE

Data Analyst January 2021 - Present
Insight Solutions *Chicago, IL*

As a Data Analyst, responsible for generating critical insights from procurement data to drive strategic decisions. Collaborated closely with procurement and finance teams, ensuring accuracy in reporting while applying data-driven methodologies.

- Developed and maintained Power BI dashboards providing insights into procurement spending.
- Analyzed supplier performance data collaborating closely with finance, leading to substantial cost reductions.
- Applied SQL and Python techniques for large dataset structuring, enhancing reporting reliability.
- Automated data workflows using Power Automate, significantly bolstering team productivity.

Junior Data Analyst June 2019 - December 2020
Data Insights Group *Chicago, IL*

Contributed to benchmarking analysis, supporting compliance initiatives within procurement activities. Engaged cross-functionally to ensure reporting aligned with business goals.

- Assisted in analyzing procurement data, contributing to benchmarking and governance improvements.
- Supported development of metric-based insights focused on operational transparency.
- Worked collaboratively across departments, refining reporting processes.
- Helped propel compliance tracking by facilitating accurate data collection methods.

LEADERSHIP & AWARDS

- Received recognition for outstanding contribution to procurement cost effectiveness.
- Awarded 'Best Insight Award' for developing impactful dashboards elevating analytical visibility.

EDUCATION

Bachelor's Degree in Data Science 2019
University of Illinois at Chicago GPA: 3.6 *Chicago, IL*

Coursework: *Statistics, Machine Learning, Data Visualization, Database Management*

CERTIFICATIONS

- Microsoft Certified: Data Analyst Associate 📅 2022
- Certified Business Analysis Professional (CBAP) 📅 2023

TECHNICAL SKILLS

- **Reporting Tools:** Power BI, Excel, Tableau
- **Database Management:** SQL Server, MySQL, Oracle Database
- **Data Preparation Languages:** Python, PySpark, R
- **Automation Tools:** Power Automate, Zapier, Alteryx
- **Cloud Services:** Azure, AWS, Google Cloud
- **Data Visualization:** Tableau, Power BI, Looker
- **Analytics Frameworks:** Pandas, NumPy, Scikit-learn
- **Agile Methodologies:** Scrum, Kanban, Lean

- **Data Governance Frameworks:** DAMA-DMBOK, ISO 8000, GDPR
- **Data Modeling Techniques:** Entity-Relationship Diagrams, Star Schema, Data Warehousing

SKILLS

- Power BI
- Data Analysis
- Dashboards
- Data Transformation
- SQL
- Procurement Analytics
- Reporting
- Stakeholder Engagement
- Python
- Automation
- Cloud Data Platforms
- Cost Control
- PySpark
- Data Governance
- Business Intelligence
- Benchmarking

PROFESSIONAL AFFILIATIONS

- Active member of the Chicago Analytics Forum, engaging with local data professionals.
- Volunteer with DataKind, providing data analysis support to local nonprofits.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST